

Teams

To integrate video conferencing with Microsoft Teams into Moodle, the following steps are required:

- One-off: Enable the “M365 LTI Tool”
- Add the “M365” activity to the course
- Log in to Microsoft
- Create a “meeting”

Enable the “M365 LTI Tool” in the Moodle course

This step needs to be carried out once per course room.

1. In your Moodle course, navigate to the ‘More’ tab at the top and select ‘LTI External Tools’ from the drop-down menu.
2. Look for the ‘M365’ entry in the list of available tools.
3. Toggle the switch in the “Show in activity chooser” column
4. Return to the course

Demokurs Teams in Moodle

Image: LTI External Tools, enable M365

Course Settings Participants Grades Reports **More**

LTI External tools

LTI External tools are add-on apps you can integrate into your course, such as interactive content or assessments. Your students can access and use them without leaving your course.

[Add tool](#)

Name ↑	Description	Usage count	Show in activity chooser	Actions
 MS Teams		7	☒	

Add the “M365” activity to the course

1. Switch to edit mode: **Edit mode** slider in the top right-hand corner
2. Click “Add content” (the + icon) and select **Activity or resource** (the activity chooser opens)
3. Select **MS Teams**

4. Enter the “Activity name” (e.g. “Online consultation”) and save

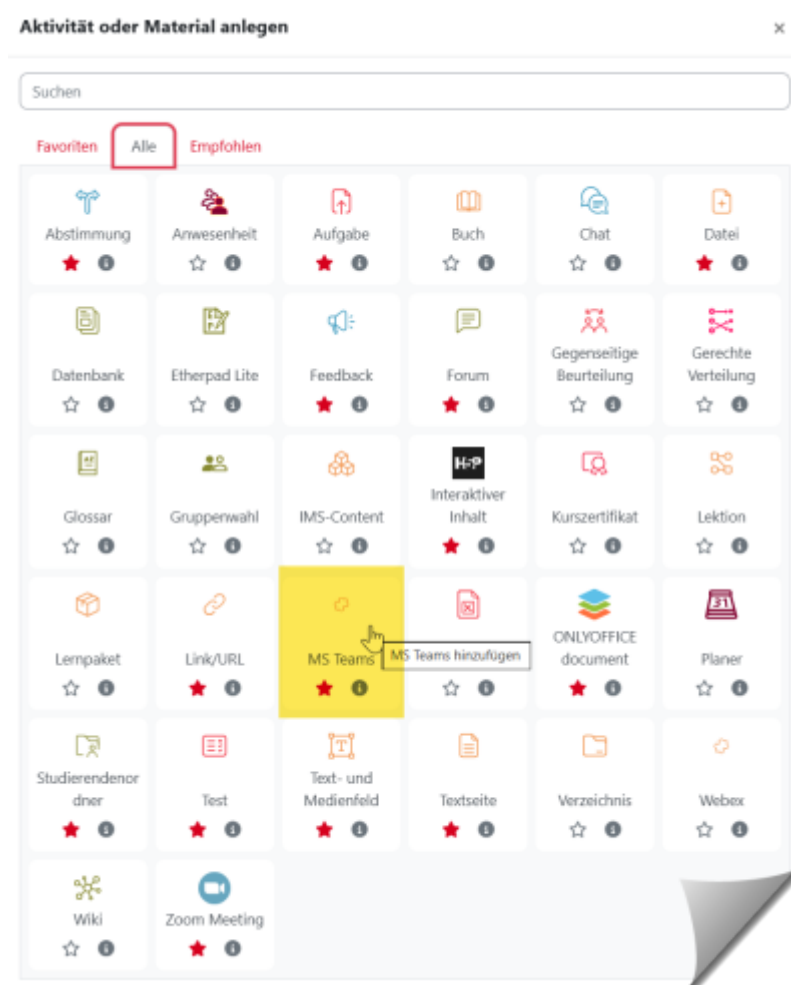


Image: Select the “MS Teams” activity

Sign in to Microsoft

Once the activity has opened, the “Welcome to Microsoft 365 LTI” window will appear

1. Click “Sign in” and log in using your M365 credentials

Create “Meetings”

Once you have successfully logged in, the Teams integration’s personal “Meetings” dashboard will load.

Role differences



- **Tutors** have the right to add everyone in the course (“entire class”) as participants and to assign role permissions.
- **Students/participants** can also schedule meetings or start them spontaneously via “Meet now”. The range of functions here corresponds to that of the standard

Teams app (without the feature to automatically invite the entire Moodle course).



Personal dashboard of the Teams application in Moodle displays the user's personal meetings.

Scheduled meetings

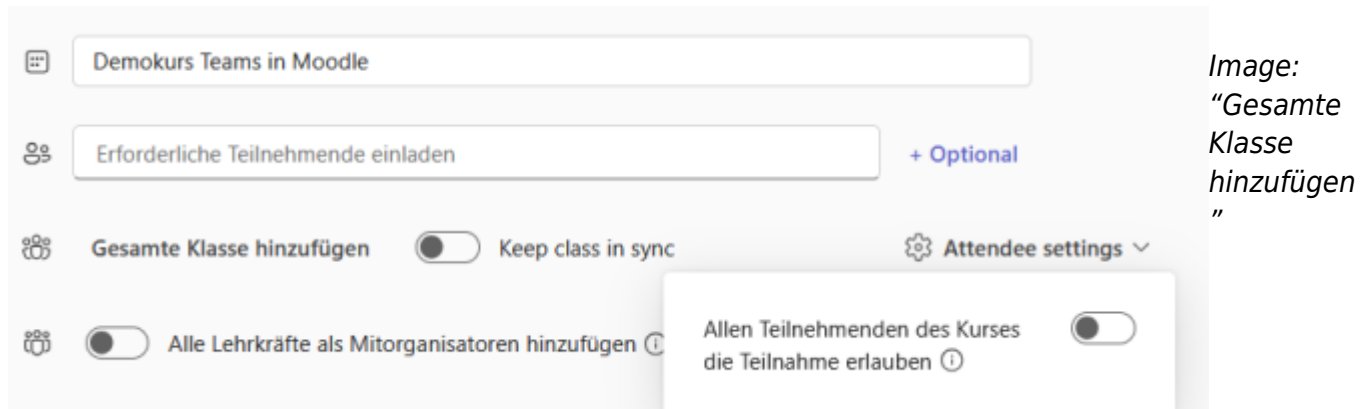
1. Click the "New meeting" button in the top-right corner of the Teams dashboard.
2. Set the meeting details: title, date & time, and recurrence (optional).
3. Configure the participant group and permissions (see below)
4. **Save (top right!)**

Configure participants and permissions

- Individual people: You can invite specific people via the 'Invite required participants' field.
- Invite the whole course (only available to teachers with the 'Teacher' role): Toggle the "Add whole class" switch (option "Keep class in sync"). This will automatically add all those enrolled in the Moodle course as participants, and they will receive an invitation by email.
- Co-organisers: If required, tick the "Add all teachers as co-organisers" box.
- Access rights (Attendee settings): Use the "Allow all course participants to join" option to control access permissions in detail.

The screenshot shows the 'Neue Besprechung' (New Meeting) interface in MS Teams. At the top, there's a header bar with a grid icon, the title 'Besprechungen', and icons for info, share, refresh, and a user profile 'HM'. Below the header, the form is titled 'Neue Besprechung'. On the right side of the header, there are two buttons: 'Speichern' (Save) and 'Abbrechen' (Cancel). The form contains several input fields and toggles: a title field with 'Demokurs Teams in Moodle', an invitees field with 'Erforderliche Teilnehmende einladen' and a '+ Optional' link, a 'Gesamte Klasse hinzufügen' (Add whole class) toggle which is currently off, a 'Keep class in sync' toggle which is currently on, and an 'Alle Lehrkräfte als Mitorganisatoren hinzufügen' (Add all teachers as co-organisers) toggle which is currently off. There are also date and time pickers: the start date is '18.8.2026', the start time is '13:30', the end date is '18.8.2026', the end time is '14:30', and the duration is '1h'. A time zone dropdown is set to '(UTC+01:00) Amsterdam, Berlin, Bern, Rom, Stockholm, Wien'. At the bottom left, there is a button 'Als Serie anlegen' (Create as series).

Image: Add Meeting (Besprechungen) in MS Teams



Impromptu meeting

- To start a meeting straight away, click the arrow next to the "New meeting" button and select "Meet now".

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